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MONTHLY REPORT FOR THE CARTOGRAPHY DIVISION

Month of August 1958

A. Summary of Cartographic Production and Accomplishments

1. During August the Cartography Division accepted requests for 116 maps and charts, 112 for CIA and 4 for the Department of State. Of the Agency requests 53 were by ORR, 17 by OSI, 7 as CIA contributions to NIS, 4 by ONE, 19 by OCI, 5 by DD/P, 6 by DD/S, and 1 for the DCI.
2. During the month the Division completed 138 maps and charts, 127 for the Agency and 11 for the Department of State.
3. The NIS Coordinator received 48 job requests during the month, 33 maps for final reproduction and 15 for color proofing. A total of 23 maps were sent to reproduction, 7 final maps and 16 color proofs. A total of 35 maps were returned from reproduction, 17 final maps and 18 color proofs. Twenty-eight map requests remain in the Map Coordinator's office at the end of the month. In addition to the above, 22 reruns were processed for D/GL use, leaving a backlog of 54 maps remaining for rerun.
4. The total number of maps and charts in the Division at the end of August was 420, distributed among the Branches as follows:

USSR and Satellites	84
Far East and Western Hemisphere	91
Europe-Africa	42
Special Support	30
Development & Construction	173
(Exclusive of Drafting Sec.)	
Total	420

Production in the Division increased slightly over the previous month despite the loss of man-hours due to vacations and attendance at professional meetings.

B. Administrative Problems and Other Activities

1. The City Plan project progressed excellently during the month. The pilot map of the first city is in reproduction and the second city plan will be ready for reproduction in September.
2. The Division is currently reviewing its overtime situation with the aim of reducing the amount of overtime needed to the absolute minimum.

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4. Ten people from the Division attended, under duty status, the annual meetings of the Association of American Geographers held in Santa Monica, California, 18-22 August. Reports indicate the meetings were excellent and well attended.

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25X1A9a 5. [REDACTED] reported for duty as NIS Map Coordinator and [REDACTED], former Coordinator, was transferred to the USSR-Satellite Branch as Acting Deputy Chief. In addition to his duties as NIS Coordinator, 25X1A9a [REDACTED] has been assigned the responsibility for processing all rerun requests received from D/GL.

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6. In the absence of the Chief, [REDACTED] served as Acting Chief of the Geographic Research Area, as well as Chief of the Cartography Division, during August.

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A. SUMMARY FOR AUGUST 1958

Agency	Entered	% of Total Entered	No. Completed	% of Total Completed
CIA				1%
DCI	1	1%	1	34%
DD/I/ODR	53	46%	47	12%
OSI	17	15%	17	19%
NTS	7	6%	26	9%
ONE	4	3%	13	13%
OCI	19	16%	18	1%
DD/S	6	5%	1	3%
DD/P	5	4%	4	
TOTAL CIA:	112	96%	127	92%
State	2	2%	4	3%
State/NTS	2	2%	7	5%

B. 6 MONTHS SUMMARY

Months	New Maps and Charts Ent'd.	New Maps and Charts Completed	Number of Prints	Reprints Completed	No. of Reprint Prints
August	116	138	91,250	49	33,698
July	84	121	56,505	35	28,952
June	145	134	56,545	21	20,360
May	151	131	55,881	17	12,929
April	102	86	125,643	8	7,712
March	101	103	36,668	29	30,770
TOTALS:	699	713	396,292	159	134,421

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C. SERVICE AND REPRODUCTION PROCESSING DURING PAST 6 MONTHS

Months	Number of Completed X-Jobs	Manhours Required X-Jobs	* Number of Processing Jobs	Number of Items
August	8	22	118	35,534
July	7	41	132	35,887
June	6	66	121	61,772
May	13	166	106	47,661
April	10	70	107	42,161
March	8	148	88	181,959
TOTALS:	52	513	682	404,974

* Except for final maps and returns.

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D. MAPS AND GRAPHS COMPLETED IN PAST 6 MONTHS

Agency	March	April	May	June	July	August
GIA	81	61	118	107	107	101
GIA/NIS	17	17	11	20	9	26
State	3	2	1	6	3	4
State/NIS	1	6	1	1	2	7
Other	1	0	0	0	0	0
TOTALS:	103	86	131	134	121	138

E. SUMMARY OF WORK LOAD, MAPS AND CHARTS, AS OF 1 SEPTEMBER 1958 - Does Not Include Service Jobs

STATUS	GC/S	GC/T	GC/E	GC/C *	GC/X	TOTALS
In Reproduction	16	9	11	27	15	78
In Proof	40	12	9	35	0	96
In Check	9	8	1	32	2	52
In Drafting	1	6	3	79	9	98
In Completion	18	56	18	0	4	96
TOTALS:	84	91	42	173	30	420

* Excludes jobs assigned to drafting section from Completion Branches.

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